

Office of Chief, Information Systems Analysis Staff

Function (activity) title *Records Management (Statutory)

Responsible Organization Unit Records Administration Branch

Resources Allocated:

Personnel: Staff Contract Other

Funds:

Total:

Personnel

Other (list)

Total:

STAT

Brief description of function:

Implement Agency's Records Management Program, parts of which are required by statute. Review existing procedures and systems and, where appropriate, recommend improved methods and equipment relating to the management of forms, correspondence, file systems, records control, vital records, filing and storage equipment, and copier and word processing equipment. Provide appropriate records management training to Agency personnel.

Benefits:

Provides a core of professionals trained in the various elements of Records Management who provide advice and guidance to all Agency Records Management personnel.

Consequences (impact) of deletion:

1. Violation of statutory requirement unless responsibilities transferred elsewhere.

2. Eliminating this unit would result in loss of centralized control of the Agency's Records Management Program.

Alternatives:

1. Assuming the entire unit is disbanded, these functions could perhaps be performed by the Directorates but, I believe, at a loss of efficiency and at the risk of various interpretations of the statutory requirements.

2. Retain monitoring of statutory requirements in a smaller unit and delegate all other functions to the Directorates.

*Indicate if this function is in support of a statutory, NSCID, DCID, regulatory, interagency agreement requirement.

Possible incremental changes, with resource requirements:

Various changes are possible depending on the value of this function as determined by the Agency. One or more of the Branch responsibilities could be eliminated (with exception of those required by statute) or transferred to Directorates with an appropriate reduction in RAB personnel. However, assuming that this does not happen and the Branch becomes more active in leading the way, I would anticipate a requirement for at least one additional position (GS-12) and several thousand dollars more in FY '75 to train RAB personnel in current systems and records procedures.

**Travel - TDY	\$3,000		
Travel - PCS	5,000	(Retirement travel <input type="text"/>)	STAT
Training	2,000		
Misc. Contractual Service	2,000		
Supplies and Equipment	2,000		
	<u>\$14,000</u>		